

APPENDIX \_ (LOCAL PROCUREMENT ) ( ACQUISITION INSTRUCTION) to ANNEX \_  
(LOGISTICS) TO V CORPS FIELD SOP

1. Purpose. This appendix establishes policies and procedures for the procurement of supplies and services from local sources.

2. General.

a. The U.S. Army Contracting Command, Europe (USACCE), Contingency Contracting Cell (CCC) is responsible for executing and administering acquisition actions in support of USAREUR and its deployed forces. Only warranted Contracting Officers (KO) and their designated agents (Field Ordering Officers: FOO) are authorized to contact potential suppliers for pricing and availability information and to conduct negotiations. Only KOs and their designated agents acting within the scope of their authority are authorized to obligate the Government. The Contracting Officer's authority is derived from a written appointment from the Principal Assistant Responsible for Contracting (PARC), who is a special staff officer on the USAREUR and 7th Army staff. The PARC derives his authority from the Deputy Commander in Chief (DCINC) USAREUR, who is the Head of the Contracting Activity (HCA). The PARC is also Commander of U.S. Army Contracting Command, Europe.

b. Each individual directly or indirectly concerned with any phase of contracting or related activities shall comply with the standards of ethical conduct set forth in the DOD Joint Ethics Regulation (DOD 5507.7-R). Commanders/supervisors shall ensure that a copy is available within their organization and that personnel are reminded semiannually of their duty to comply therewith. A written record shall be kept showing that this requirement has been met.

c. Only duly appointed KOs and their authorized agents shall obligate the Government. KOs do not have the authority to execute contractual documents for after the fact purchase actions taken by other than their designated agents. Violations of established procurement procedures may subject the violator to adverse action, including action under the Uniform Code of Military Justice (UCMJ). In addition, an unauthorized commitment may result in a violation of the Anti-Deficiency Act (i.e., not enough money or the wrong appropriation) with the possibility of criminal and administrative action against the responsible individual.

d. Ratification of unauthorized commitments shall be accomplished IAW TAB F.

e. Any unit authorized support from USACCE is authorized to submit requests for purchase support. Categories of supplies and services covered by this authorization are at TAB G. Requirements for purchases descriptions are at TAB H.

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3. Concept of Operation.

a. Phase I. Contingency contracting authorities, requirement for contracting augmentation personnel and FOO and Class A Agent requirements are identified. Contingency acquisition kits are assembled.

b. Phase II.

(1) Appointment of FOOs becomes effective upon deployment. Sufficient funds are provided to Class A Agents supporting KOs and FOOs.

(2) Support of committed forces is provided on a unit (FOO) and area (KO) basis.

(3) CCC and Contracting Support Office(s) (CSO) established as needed. Waivers and deviations for contingency acquisition in effect.

c. Phase III. This phase is characterized by an evolution to a more structured approach to acquisition, with increased controls and limitations imposed. FOO activity may be curtailed, with an increased reliance on formal contracting rather than over the counter purchases. Dollar limits may be reduced and the amount of money each Class A Agent is authorized also may be reduced.

4. Responsibilities.

a. G-1 establishes policies and procedures for the daily hire of indigenous civilian personnel.

b. G-3, in coordination with the G-4, establishes priorities for the procurement of supplies and services by type and by unit.

c. G-4:

(1) Provides staff supervision of the overall acquisition process.

(2) In conjunction with the G-3, establishes guidance for the procurement of supplies and services authorized in the theater.

(3) In conjunction with the Corps Materiel Management Center (CMMC), establishes a list of supplies that may be locally procured without referral to the supply system.

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(4) In the absence of a higher headquarters, Chief, CCC, acts as the approving authority for all contractual actions in the AOR, to include ratification of unauthorized commitments.

d. 5th Finance Group establishes policies and procedures for the issue and replenishment of funds to Class A Agents.

e. COSCOM engineer ensures that procedures are established for the acquisition of real estate in the theater.

f. U.S. Army Contracting Command, Europe (USACCE).

(1) Provides large scale contracting support to the deployed force through the CCC and CSO(s).

(2) Recommends supplies to be locally procured without referral to the supply system.

(3) In coordination with the USAREUR DCSLOG, requests contingency acquisition authorities (TAB I).

(4) Acquires real estate in the theater through lease/rental agreements executed by real estate teams or the CCC/CSO.

(5) Determines the amount of funds necessary for each Class A Agent in support of a KO based on the mission and the location and availability of finance support. Forward requirements for funding to Finance Support Unit.

g. Units.

(1) Identify FOO requirements and forward to Corps G-4. Corps G-4 will coordinate with the USAREUR Contracting Center (UCC) or with a RCO to arrange for ordering officer training. In selecting FOOs, commanders shall consider the experience, business acumen, judgement, character, reputation, and ethics of the individual. FOOs shall be E6 or above. It is recommended that FOOs be appointed at the brigade or equivalent level; supporting DSU; CMMC; MCC; MCT; and ADAAG, as is dictated by the factors of METT-T.

(2) Appoint Class A Agents in support of FOOs (TAB J).

(3) Assemble contingency acquisition kits (TAB A).

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(4) Provide Contracting Officer Representatives (COR) and points of contact (POC) as required by the CCC or CSO.

(5) Determine the amount of funds necessary for each Class A Agent in support of a FOO based on the mission and the location and availability of finance support. Forward requirements to cognizant direct support finance support unit.

h. FOOs.

(1) Make over-the-counter purchases utilizing SF44 within the scope and limitations set forth in the appointment letter. Make other purchases as authorized by a KO. Limitations may be changed and appointment orders terminated during an operation by the CCC or an CSO.

(2) Shall not delegate responsibilities or split requirements to avoid dollar limitations established in appointment orders or as otherwise authorized by a KO.

(3) When the situation permits, coordinate all transactions in advance with the nearest CSO or CCC.

(4) Be familiar with and maintain standards of conduct IAW AR 600-50.

(5) Follow the FOO Purchasing Guidelines at TAB C.

i. Class A Agents.

(1) Shall not entrust funds to any person for any reason.

(2) Safeguard paid vouchers in the same manner as cash.

(3) Ensure that all expenditures have been approved by the KO or FOO prior to payment.

(4) Comply with requirements of AR 37-1.

5. Procedures.

a. Appointment and Training of FOOs.

(1) Prior to deployment, FOOs are appointed by the UCC or Regional Contracting Office (RCO) (TAB K). After deployment, FOOs are appointed by the CCC.

(2) FOO appointments may be terminated by the CCC or CSO .

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(3) Corps units will identify the number of FOOs needed to Corps G-4. Corps G-4 will arrange for training in anticipation of deployments and ensure a sufficient number (see para 4g(1)) of trained FOO are available to support Corps units. Corps G-4 will arrange for this training at least semiannually with the UCC or one of the RCOs.

b. Funds Disbursement.

(1) Class A Agents appointed (TAB J) to support KOs or FOOs shall deploy with funds obtained from their servicing finance support units.

(2) In the theater, Class A Agents obtain funds for replenishment from the supporting finance unit in their area or by requesting a forward support team.

(3) Funds shall be advanced up to the amount specified in the appointment orders.

c. Procurement of Supplies.

(1) The following criteria will be used to decide if supplies should be locally procured.

(a) A non-NSN item or any item with a local purchase advice code in the AMDF.

(b) Any item cleared for local purchase by the Corps G-4.

(c) A NSN item that the CMMC determines is not readily available from normal supply channels.

(2) Items locally procured based on the preceding criteria can be purchased by a KO or FOO. Normally, single transactions not exceeding \$2,500 are made by FOOs. Purchases exceeding \$2,500 or items not available in the local area shall be requested through the direct support unit (DSU). In an emergency FOOs may take or fax the Purchase Request and Commitment (PR&C), DA Form 3953, directly to the CCC or CSO. The DSU will forward the request to the supporting CSO or CMMC. Purchases meeting the criteria in 5.c.(1)(a) and (b) may be forwarded directly to the supporting CSO. Requisitions received by the CMMC and for which the CMMC directs local purchase will be forwarded to the CCC. Follow procedures at TAB E for completion of the the PR&C to the CCC.

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(3) Supplies purchased by the CCC or CSO will be delivered to the nearest TMO for shipment directly to the requesting unit's DSU.

d. Requests for real estate shall be submitted through the Corps G-4 to the COSCOM Staff Engineer. If real estate acquisition sections are not available, the COSCOM Staff Engineer will forward the request to the nearest CSO or CCC. The CSO or CCC, in conjunction with the civil affairs personnel, will determine the fair market value, execute and administer the lease/contract, and maintain supporting records. The request format is at TAB D.

e. Personal services (direct/daily hire) are accomplished by unit labor officers following procedures established by the Corps G1.

f. Non-personal services contracts are those under which the personnel rendering services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control which prevail in working relationships between the Government and its employees. That is, a Government person may not directly supervise the contractor's employees. The K or COR interface is with the contractor's project manager, superintendent, or foreman to ensure the provisions and terms of the contract are met. This avoids the appearance or reality of a personal services contract. Requests are submitted through the COSCOM G-4 to the Corps G-4. Approved requests are forwarded to the nearest CSO or CCC for action. The CSO or CCC will inform the unit of the contract terms and appoint a unit COR or POC to administer the contract.

g. Supply and service requests that exceed the authority of the CSO or that are not available in the CSO area shall be forwarded to the CCC for action.

## 6. Reports.

FOOs shall prepare the Monthly Procurement Summary (DD Form 1057) and forward a copy to the nearest CSO or the CCC. Reports shall cover the period from the 26th of the month through the 25th of the following month. Reports shall be submitted NLT the 27th day of the month reported.

b. CSOs shall consolidate all DD 1057s and forward a single document to the CCC. Reports shall arrive NLT the 30th day of the month reported. The CCC shall forward a consolidated report to USACCE.

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c. The CCC and CSOs shall prepare an individual Procurement Action Report (DD Form 350) for each action exceeding \$25,000. CSOs shall forward a copy to the CCC within three days of execution of the contractual action. The CCC shall forward a copy to the HQ, USACCE NLT the 5th day following the action.

7. References.

- a. Federal Acquisition Regulation (FAR).
- b. Defense FAR Supplement (DFARS).
- c. Army FAR Supplement (AFARS).
- d. AR 37-103.
- e. USAREUR Acquisition Instructions (UAI).
- f. USAREUR Acquisition Regulation (UR 715-2).
- g. USAREUR Pamphlet 715-4 "Manual for Ordering and receiving Officers"

8. TABS.

- A = Contingency Acquisition Kit
- B = Ordering Officer Appointment Letter
- C = Field Ordering Officer Purchasing Guidelines
- D = Request for Real Property
- E = Service Contract Request
- F = Unauthorized Commitments
- G = Supplies/Services
- H = Purchase Descriptions
- I = Contingency Contracting Authorities
- J = Class A Agents
- K = Regional Contract Office listing

TAB A (CONTINGENCY ACQUISITION KIT) TO APPENDIX (LOCAL PROCUREMENT)  
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CONTINGENCY ACQUISITION KIT  
(90 DAY SUPPLY)

1. 1000 copies of SF 44 (Order-Invoice -Voucher)
2. 100 copies of DD Form 1081 (Statement of Agent Officer Account)
3. 20 pads of DA Form 3953 (Purchase Request)
4. 100 copies of DD Form 577 (Signature Card)
5. 200 copies of SF 1165 (Receipt for Cash)
6. 1 copy of a mail order catalog (e.g., JC Penney)
7. Specialized catalogs as required (electronic, automotive, etc.)
8. One rubber stamp with O/O name
9. One rubber stamp imprinted with: "Paid by \_\_\_\_\_ as agent for \_\_\_\_\_."
10. One set of yellow pages from large metropolitan telephone book
11. General office supplies, including lunar calendar and metric conversion table
12. FOO Appointment Letter
13. AOR supply sources profile
14. Safe
15. 3 pads of DD Form 250
16. 50 copies of USAREUR Form 715-2A-R



TAB B (ORDERING OFFICER APPOINTMENT LETTER) TO APPENDIX \_ (LOCAL PROCUREMENT) (ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS) TO V CORPS FIELD SOP

1. APPOINTMENT. Under AFARS 1.698, \_\_\_\_\_ is appointed as a field ordering officer for the purpose set forth in Para 2 herein. Your appointment shall become effective \_\_\_\_\_

and shall remain effective unless sooner revoked or until you are reassigned or employment terminated. You are responsible to and under the technical supervision of the Chief, Contracting Support Office (CSO) for your action as an ordering officer.

2. AUTHORITY, LIMITATIONS AND REQUIREMENT. Your appointment is subject to the use of the method of purchase and to the limitations and requirements stated below:

a. Ensure that funds are available by having a Class A Agent appointed to support you. The agent will obtain funds from the installation finance and accounting office prior to deployment and will be replenished in the area of operations by area finance sections.

b. You may make over-the-counter purchases for supplies, repair parts, non-personal services, and other items deemed of critical nature, not available from normal supply channels in support of contingency operations using Standard Form 44 (Purchase Order-Invoice-Voucher) provided all of the following conditions are satisfied:

(1) The aggregate amount of the purchase transaction is not in excess of \$2,500. You shall not split transactions to avoid this monetary limitation.

(2) Items are immediately available.

(3) One delivery and one payment shall be made.

3. STANDARDS OF CONDUCT AND ACQUISITION REPORTING REQUIREMENTS.

a. You shall comply with the standards of conduct prescribed in AR 600-50 (Standards of Conduct for Department of the Army Personnel) and shall review the regulation at least semiannually.

b. You shall furnish the Chief, CSO to whom you are responsible, such information as may be required for acquisition reporting in the manner and at the time specified.

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4. TERMINATION OF APPOINTMENT.

a. Your appointment may be revoked at any time in writing by the undersigned authority or his successor, or the CSO after deployment.

b. Should you be reassigned from your present position while this appointment is in effect, you shall promptly notify the appointing authority, or the CCC or CSO, in writing so that your appointment may be terminated.

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(Typed Name and Title of  
Appointing Authority)

I acknowledge receipt of this appointment letter and shall comply with the provisions therein.

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(Signature of Ordering Officer)